



**Town of Arlington, Massachusetts**  
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## Minutes 10/02/2008

### Capital Planning Committee Meeting Minutes October 2, 2008

In attendance were:

Steve Andrew  
 John FitzMaurice  
 Charles Foscett, Chairman  
 Nancy Galkowski  
 Steve Gilligan  
 Ruth Lewis  
 Anthony Lionetta  
 Susan Mazzarella  
 Barbara Thornton

\* Denotes those not in attendance

1. **New Year Begins:** Charlie Foscett called the meeting to order. Nancy Galkowski passed out packets of various materials to CPC members, including additional requests from Departments.

The election of officers was conducted. The CPC voted Charlie Foscett (Chair), John FitzMaurice (Vice Chair), and Tony Lionetta (Secretary). Charlie reviewed the agenda, committee organization, subcommittee assignments and structure; and the proposed meeting schedule.

2. **Fire Department Proposal:** Nancy Galkowski and Chief Jefferson presented a tentative proposal by the Fire Department to purchase a used piece of apparatus to replace the current Engine 4. (written memo provided) The vendor that is manufacturing the quint has a used pumper that they are asking \$34k for. The current Engine 4 needs repairs, which have an estimate cost of \$70k. The plan is to replace this truck in 2012 but these repairs need to be done in the interim. By purchasing this used pumper, the existing Engine 4 could be retired now to a back up.

The used pumper could be paid for out of a planned \$45k balance left in the budget item for the quint (\$925k allocated compared to an inclusive bid of \$880k received). Fire Department representatives will more thoroughly examine this used pumper during their scheduled visit to the manufacturer latter this month to verify its worthiness and subsequently negotiate on the price. The CPC voted to allow this purchase subject to this verification. The only other expense related to this used pumper would be the installation of the radio (estimated cost of \$5k)

3. **Five Year Financial Plan:** Nancy Galkowski reviewed the Five Year Financial Plan 2008 – 2013. This is the 4<sup>th</sup> year of the "Lyon's Plan". The plan is predicated on a maximum annual increase of 4% in the operating budgets. Balances of the Override Stabilization Fund will be applied in 2010 and into 2011. Projections are that local receipts (such as excise tax, revenue from Symmes) as well as state revenues will be down. (Estimate shortfall @ \$1.5 mil). Nancy noted that the Town gets about \$16 million from the State. There was a general discussion about what the approach should be taken by the CPC in light on the situation. The baseline case is that we continue as planned and stay with the commitment of a 4% increase. It was agreed that this overall issue needs to play out over the next 3 months.

4. **General Overview:** Members highlighted the status of various prior year items: Mall Light replacement is ongoing, Security system is on hold, DPW is preceding with a traffic signal inventory, Town is purchasing two hybrid vehicles, Improvement work has been done at the Thompson and Stratton Schools, Three classroom created in lower level of High School, and Design of Mass Ave project has been recently initiated.
5. **MSBA Application:** Susan Mazzarella noted that the Town is preparing a robust application for rehabilitation of the Thompson School. It is due on November 15. Charlie Foskett suggested that the Town do its own assessment of need and cost so it could best respond to the findings of the MSBA.
6. **Summit Meeting:** Nancy Galkowski reported on the Summit meeting. A check list for possible savings was prepared for use by the various departments. Once these are done, a smaller group will convene to discuss next actions.
7. **Adjustable Budget Model:** Nancy noted the adjustable budget model she developed for performing “what if” analysis.
8. **Next Meeting:** The next meeting is scheduled for October 16, 2007 at **5PM**.
9. **Adjournment:** Meeting was adjourned.